19 FPRA/FPRR

19.1 FPRA/FPRR Overview

Forward Pricing Rate Agreements (FPRAs) and Forward Pricing Rate Recommendations (FPRRs) are sometimes used in pricing actions for a set period of time. The FPRA/FPRR screens allow you to enter and view information pertaining to the establishment of forward rates for both recommendations and agreements. FPRA/FPRR Screen 1 of 4 is shown in Figure 19-1. This function was modified for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Figure 19-1 FPRA/FPRR Screen 1

19.1.1 To Add or Create New Record

Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.

2. Enter the requested information, then save your work.

19.1.2 To Move to the Next Screen

Next Page
Icon

After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select **Edit: Next Page** from the menu bar to open screen 2.

19.1.3 To Move to the Previous Screen

Previous
Page Icon

You can return to a previous screen by clicking the **Previous Page** icon on the tool bar or selecting **Edit: Previous Page** from the menu bar.

19.1.4 To Add Multiple New Records

Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.
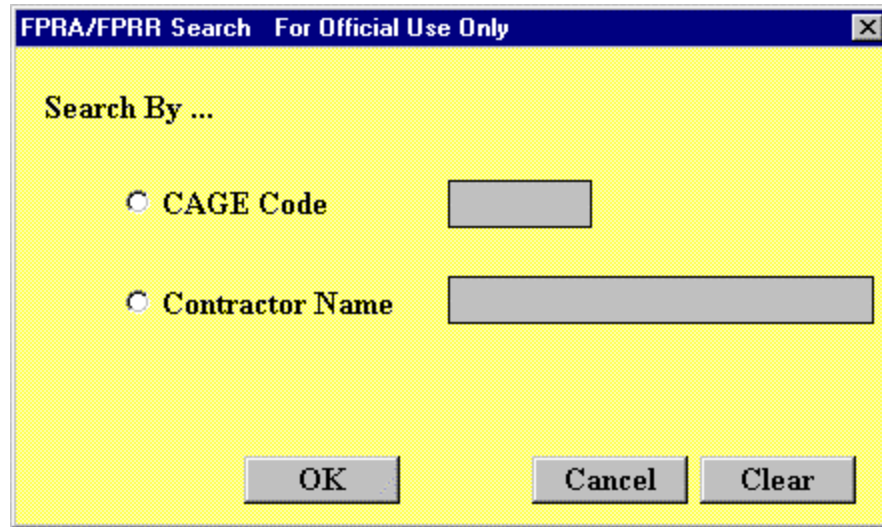
<div align="center">or</div>

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

19.1.5   To View or Edit Existing Record

Search Icon

1. Click the **Search** icon on the tool bar or select <u>**File: Open**</u> from the menu bar. When you do, a Search window (Figure 19-2) appears. This window gives you the option of searching for a particular **CAGE Code** or **Contractor Name**.

Figure 19-2 FPRA/FPRR Search Pop-Up Window

- To specify a **CAGE Code**:

    A. Click on the circle in front of **CAGE Code**. The cursor appears in the **CAGE Code** data box.

    B. Type in the desired **CAGE Code** (5 alphanumeric characters).

- To specify a **Contractor Name**:

    A. Click on the circle in front of **Contractor Name**.

    B. Type in the desired **Contractor Name** (up to 30 alphanumeric characters).

2. Press **Tab** or **Enter**. The application searches for matching records. If only one record matches your search criteria, the Search window closes and the matching record appears on the FPRA/FPRR screens. If more than one record matches your search criteria, the Search Results window (Figure 19-3) appears. If more than 250 records are found, a message appears as explained in Section 10.2.3.
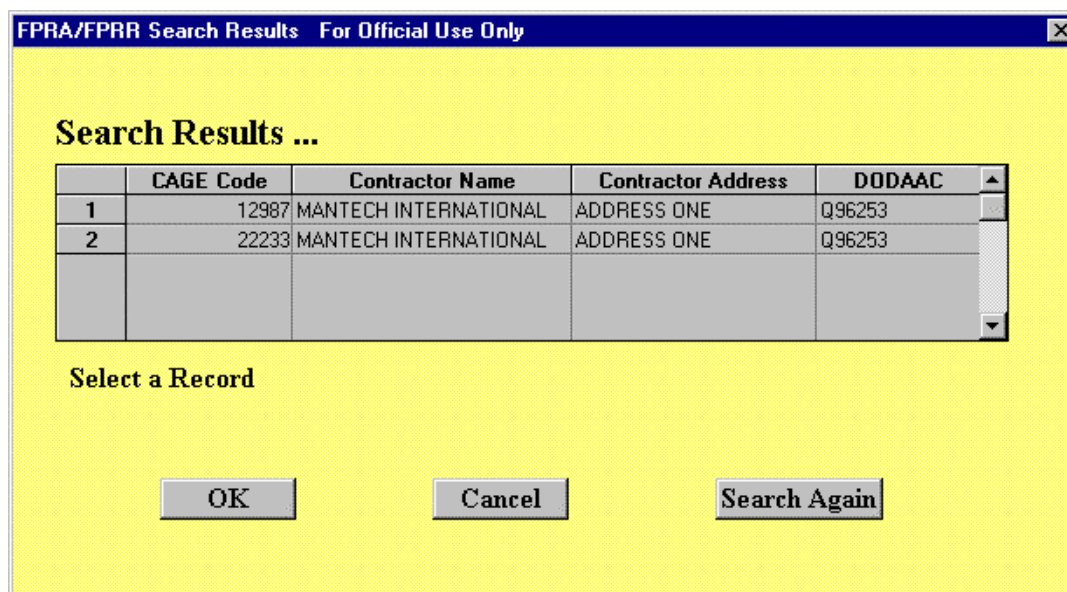

Figure 19-3 FPRA/FPRR Search Results Pop-Up Window

3. Select (click on) the one you want.

4. Click **OK**. Information associated with the record you selected is displayed on the FPRA/FPRR screens.

or

Click **Cancel** to close the Search Results window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 19-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.
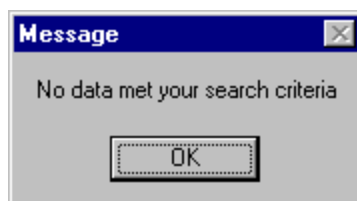
Figure 19-4 No Data Found Pop-Up Message

19.2   FPRA/FPRR Screen 1 of 4

FPRA/FPRR screen 1 (Figure 19-5) is for information about the contractor, the ACO point of contact and the Buying Activity. When the FPRA/FPRR screen 1 opens, you can either insert a new record (Section 19.1.1) or search for an existing one to open (Section 19.1.5). The delete procedure is explained in Chapter 6.

Figure 19-5 FPRA/FPRR Screen 1 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

19.2.1   Buttons on FPRA/FPRR Screen 1 of 4

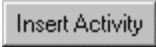| Selecting this button:	Performs this function:
⬆	Displays the previous activity record, if any, for you to view, edit or delete as explained in section 19.2.3.
⬇	Displays the next activity record, if any, for you to view, edit or delete as explained in section 19.2.3.
Insert Activity	Prepares the Activity Section of screen 1 so that you can add a new activity record. (See Section 19.2.3.1).
Delete Activity	Deletes the currently displayed activity record. (See Section 19.2.3.3).

19.2.2   Fields for FPRA/FPRR Screen 1 of 4

19.2.2.1   CAGE Code

Enter the 5-character Commercial and Government Entity (CAGE) Code that identifies the contractor/location. The code you enter is validated against SDW/SICM. If the code you enter is valid, the CAO-CAGE Selection window appears as explained in Section 10.2.8. This is a required field.

If you have no CAGE number, enter information according to the following guidelines.

- For a Corporate Office, enter 0 (zero) plus the first four letters of the corporate name.

- For an Intermediate Group Office, enter 1 plus the first four letters of the corporate name.

- For a Service Center, enter 2 plus the first four letters of the corporate name.

- For a Defense Corporate Executive (DCE), enter 9 plus the first four letters of the corporation name.

If you enter a **CAGE Code** that does not exist, a pop-up window will give you the option of adding (inserting) the new Code. Click **Yes** if you want to add the Code you typed. If you click **Yes**, the **CAGE Code** data box becomes a protected data box. (Click **No** to close the pop-up window without adding the code.)

19.2.2.2   Team

This is for the Contracting Officer's DCMC Organization Code (2-5 alphanumeric characters). It is automatically populated based on the Username entered during the login procedure. However, if the information is incorrect, you can change it. If the organization is DCMDW-GCWOA, enter GCWOA.

19.2.2.3   Contractor

These data boxes are for the name and address of the contractor associated with the **CAGE Code** (19.2.2.1). If you entered a **CAGE Code** that does not already exist, you can add (or edit) the

contractor information; otherwise, these are protected data boxes. If the information is incorrect, you should initiate action to correct the contractor information in SDW/SICM and annotate the corrections in the comment box on FPRA/FPRR screen 2 (19.5.1.8).

19.2.2.4   CAO DoDAAC

This protected data box is automatically populated with the CAO Name for the CAGE Code Contract Receipt Point.

19.2.2.5   CAO

This protected data box is automatically populated with the Department of Defense Activity Address Code (DoDAAC) for the SDW/SICM Contract Receipt Point for the CAGE Code specified (19.2.2.1).

19.2.2.6   ACO P.O.C.

Enter the name (5-28 alpha characters) of the Administrative Contracting Officer Point of Contact (ACO P.O.C.) cognizant over FPR negotiations. This is a required field.

19.2.2.7   ACO Phone

Enter the telephone number (10-26 digits) of the Administrative Contracting Officer Point of Contact (ACO). If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it.

19.2.2.8   ACO DSN

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the Administrative Contracting Officer Point of Contact (ACO). If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as typed.

19.2.2.9   District

This is for the SDW/SICM code (2-5 alphanumeric characters) that identifies the Defense Contract Management Command (DCMC) District. It is automatically populated based on the Username entered during the login procedure. This is a required field.

19.2.2.10   DCMC Performance Metric Site

Indicate whether or not there is a location with either an ACAT I or II program where annual Government sales are greater than $200 million by selecting either the **Yes** circle or the **No** circle. This is a required field.

19.2.2.11   ACO Beneficial Site Assessment

Select the circle in front of **Yes** if the ACO has determined this contractor location is a Beneficial Site. Select the circle in front of **No** if the contractor is not a Beneficial Site. This is a required field.

Note: A Beneficial Site is where there is a sufficient volume of pricing activities or contract dollar value to justify the effort, or where a customer requests an FPRA.

19.2.2.12   Major Customer

Indicate the customer (**Army**, **Air Force**, **NASA**, **Navy** or **Other Govt**) associated with the PCO DoDAAC entry (19.2.2.13) by selecting its corresponding check box. Select all that apply. Your selection(s) here determine(s) the functionality of the Buying Activity section at the bottom of FPRA/FPRR Screen 1 of 4.

Note: you can deselect a box by clicking in it.

19.2.2.13   PCO DoDAAC

Enter the 6-character Department of Defense Activity Address Code (DoDAAC) for the Procurement Contracting Officer (PCO). You can list up to five (5) top activities that will have contracts covered by the FPRA/FPRR as explained in Section 19.2.3.1.

19.2.2.14   Buying Activity

If you selected only a DoD organization(s) (i.e., Army, Navy, Air Force) as a **Major Customer** (19.2.2.12), this is a protected box that is automatically populated if you entered the Procurement Contracting Officer (PCO) DoDAAC (19.2.2.13). If you selected a non-DoD organization (i.e., NASA or Other Govt.), you must enter the name of the Buying Activity (up to 35 alphanumeric characters).

19.2.2.15   Address

If you selected only a DoD organization(s) (i.e., Army, Navy or Air Force) as a **Major Customer** (19.2.2.12), this is a protected box that is automatically populated if you entered the Procurement Contracting Officer (PCO) DoDAAC (19.2.2.13). If you selected a non-DoD organization (i.e., NASA and Other Govt.), you must enter the address of the Buying Activity (up to 35 alphanumeric characters).

19.2.2.16   PCO Name

Enter the name (5-28 alphanumeric characters) of the Procurement Contractor Officer (PCO). This is a required field for all entered PCO DoDAACs (19.2.2.13).

19.2.2.17   PCO Phone

Enter the telephone number (10-26 digits) of the Procurement Contractor Officer (PCO). If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it.

19.2.2.18   PCO DSN

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the Procurement Contractor Officer (PCO). If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

19.2.2.19   Sole Source

Select the circle in front of **Yes** or the circle in front of **No** according to the following guidelines. If any deliverables for the Buying Activities listed by Procurement Contracting Officer (PCO) DoDAAC are sole source, select **Yes**. If they are not sole source, select **No**. Select a Sole Source designation for each PCO DoDAAC. This is a required field for all entered PCO DoDAACs (19.2.2.13).

19.2.3   Buying Activity Section – General Information

What you can and cannot enter in the Buying Activity section at the bottom of FPRA/FPRR Screen 1 of 4 depends on whether you selected DoD, non-DoD or both types of organizations as the **Major Customer(s)** (19.2.2.11).

19.2.3.1   Entering Buying Activity Information

1. Enter the requested information for a **Buying Activity**.

2. If you need to enter activities, click the **Insert Activity** button. This action presents empty fields for you to enter the next activity.

3. Enter the requested information for the next activity.

4. Repeat this procedure until you have entered all Buying Activities for the current record.

Note: When you enter a PCO DoDAAC, you must enter information in all (except DSN, 19.2.2.18) data boxes in this section. This includes selecting **Yes** or **No** to indicate whether or not any deliverables for the displayed Buying Activity are **Sole Source** deliverables (19.2.2.19).

19.2.3.2   Viewing Existing Activities

- To see activities listed before the one currently displayed, click the **Up Arrow** button (**Previous Activity**).

- To see activities listed after the one currently displayed, click the **Down Arrow** button (**Next Activity**).

19.2.3.3   Deleting an Activity

1. Use the **Previous/Next** arrows to find the Activity that you want to delete.

2. Click the **Delete Activity** button. A window (shown in Figure 19-6) pops up on your monitor. Click **Yes** to delete or **No** not to delete.

Figure 19-6 Delete Activity Pop-Up Window

19.2.3.4   Modifying an Activity

1. Use the **Previous**/**Next** arrows to find the activity you want to modify if it is not already displayed.

2. Move the cursor to the information you want to modify and make the change(s).

Note: You cannot change the **Buying Activity Name** and **Address**. However, this information will change if you enter a different **PCO DoDAAC** (19.2.2.13).

19.3 FPRA/FPRR Screen 2 of 4

FPRA/FPRR screen 2 (Figure 19-7) is for entering information about the FPRA/FPRR elements and significant dates. You can enter multiple FPRA and FPRR business units by clicking the **Add Business Unit** button as explained in Section 19.3.3.1.

Figure 19-7 FPRA/FPRR Screen 2 Fields

Note: Numbers by data fields indicate corresponding section numbers.

19.3.1 Buttons on FPRA/FPRR Screen 2 of 4

Selecting this button:	Performs this function:
⬆	Displays the previous element record, if any, for you to view, edit or delete as explained in Section 19.2.3.
⬇	Displays the next element record, if any, for you to view, edit or delete as explained in Section 19.2.3.
Add Business Unit	Prepares screen 2 so that you can add a new business unit. (See Section 19.2.3.1).
Delete Business Unit	Deletes the currently displayed business unit. (See Section 19.2.3.3).

19.3.2   Fields for FPRA/FPRR Screen 2 of 4

19.3.2.1   *CAGE Code*

This protected data box is automatically filled with the CAGE Code entered on the previous screen (19.2.2.1). You can enter multiple FPRA and FPRR elements for this CAGE Code by clicking the **Add Element** button as explained in Section 19.3.3.1.

19.3.2.2   *Business Unit*

Enter the name (up to 30 alphanumeric characters) that identifies the specific contractor location.

FPRA/FPRR Elements/Check Box Section Fields

19.3.2.3   *FPRA*

A Forward Pricing Rate Agreement (FPRA) is a formal agreement, supported by a price negotiation memorandum, and signed by the Administrative Contracting Officer (ACO) and the contractor. Indicate applicable cost elements for an FPRA by selecting the corresponding check boxes. For metric purposes, the FPRA must have the following Cost Elements: Direct Labor, Overhead, and General and Administrative Expense.

19.3.2.4   *FPRR*

A Forward Pricing Rate Recommendation (FPRR) is a formalized recommendation signed by the Administrative Contracting Officer (ACO). Indicate applicable cost elements for an FPRR by selecting the corresponding check boxes.

Note: If **FPRR** is selected, you cannot select **Continuous**. This applies to all Cost Elements.

19.3.2.5   *Standard*

Select the **Standard** check box if the agreement or recommendation is neither tailored nor continuous.

Note: You can check this box only for **FPRA** cost elements.

19.3.2.6   *Tailored*

Select the **Tailored** check box if the agreement or recommendation is limited, covering a group of contracts, subcontracts, contract modifications or other pricing actions designated by the Administrative Contracting Officer (ACO).

Note: You can check this box only for **FPRA** cost elements.

19.3.2.7   Continuous

Select the **Continuous** check box if the agreement has documented assumptions and a written, agreed to practice for tracking and handling rate variances to allow for continuous updates to FPRAs.

Note: You can check this box only for **FPRA** cost elements.

FPRA/FPRR Elements, Data Box Section Fields

19.3.2.8   Negotiated by

Enter the DoDAAC (6 alphanumeric characters) associated with the current CAGE Code for any column in which you select a check box. This is a required field for all columns in which you selected a check box.

19.3.2.9   Contractor Proposal

Enter the total dollar amount applicable to Government contracts (up to 12 digits, no cents) of the contractor's proposal for each checked cost element.

19.3.2.10   Cost Avoidance

Enter the difference between dollars proposed and dollars negotiated that are applicable to Government contracts (up to 12 digits, no cents) for each checked cost element.

Note: If more than one FPRA/FPRR is executed within the contractor's calendar or fiscal year, do not pyramid the cost savings/avoidance by adding the total dollars saved of one proposal to the total dollars saved of subsequent proposals. If there are additional savings in subsequent proposals, replace the original savings with the new savings or adjust the original savings by adding the differences between the original savings and the new savings, whichever is most equitable.

19.3.2.11   Cost Savings/Prior Agreement

Enter in any additional dollar savings (up to 12 digits, no cents) for each checked cost element that are not included in FPRA/FPRR because separate agreements have been reached between the contractor and the ACO, and these savings are not included in the proposal.

19.3.2.12   Effective Date

Enter the effective date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) of the FPRA/FPRR for each checked cost element.

19.3.2.13   Date Cancelled

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which an FPRA cost element is no longer effective. You cannot enter this date unless you entered the **Effective Date** (19.3.2.12). This date must the same as or later than the **Effective Date** (19.3.2.12). (Date Cancelled $\geq$ Effective Date)

19.3.2.14   Years Covered From

Enter the beginning year (YYYY format such as 1996) covered by the rate proposal agreement or recommendation for each checked cost element. If you enter a year here, you must also enter **Years Covered To** (19.3.2.15).

Note: There are generally 3-5 years of projected rates. If the FPRA/FPRR is not yet completed, enter the expected first year.

19.3.2.15   Years Covered To

Enter the last year (YYYY format such as 1996) covered by the rate proposal agreement or recommendation for each checked cost element. The **Year To** must be the same as or later than the **Year From**. (Year To $\geq$ Year From.) If you enter a year here, you must also enter **Years Covered From** (19.3.2.14).

Note: There are generally 3-5 years of projected rates. If the FPRA/FPRR is not yet completed, enter the expected last year.

19.3.2.16   CY/FY

Select the circle in front of Calendar Year (**CY**) if the contractor's year ends on 12/31. Select the circle in front of Fiscal Year (**FY**) if the contractor's years ends on any date other than 12/31. This is a required field.

19.3.2.17   Pricing Status

Select (click on or highlight) one of the following from the list for each checked cost element. This is a required field.

- **New**, if the contractor has no prior FPRA/FPRR. Choose this if you are waiting for a first proposal.

- **Awaiting Proposal**, if in the period between a cancelled forward pricing rate agreement and the receipt of a new contractor proposal.

- **Review in Process**, if in the audit and prenegotiation period. If the contractor continues to update and provide new versions of the proposal during the review, annotate the number of revisions and associated dates in the **Comments** box (19.4.1.5) at the bottom of screen 3.

- **Negotiation**, if in the period between receipt of DCAA audit report and prenegotiation fact-finding and the final meeting to agree or agree-to-disagree on forward pricing rates.

- **Awaiting Board of Review**, if in period between final negotiations and Board of Review recommendations.

- **Merger or Acquisition**, if an external merger or combination of companies that affect rates to the extent a forward pricing rate agreement is not obtainable.

- **Cancelled**, if you had an FPRA in effect, and it was cancelled.

- **Completed**, if an FPRA comprised of Direct Labor, Overhead, and General and Administrative Expense is in effect. If you select **Completed**, you must enter the **Effective Date** (19.3.2.12).

- **Other**, if none of the above applies, select **Other**. You must include an explanation indicating why you cannot get an FPRA covering Direct Labor, Overhead, and General and Administrative Expense in the **Comments** box (19.4.1.5) at the bottom of screen 3.

19.3.3   FPRA/FPRR Elements/ Check Box Section

Indicate (by selecting the corresponding check boxes) whether the cost elements—Overhead (**O/H**), **Labor**, General and Administrative (**G&A**) and Cost of Money (**COM**)—are part of Forward Pricing Rate Agreements (**FPRA**) or Forward Pricing Rate Recommendations (**FPRR**). See Sections 19.3.2.3 and 19.3.2.4 for explanations of FPRA and FPRR.

Note: The cursor position in this section is indicated by a dotted box around one of the small *'s.

For each cost element (**O/H**, **Labor**, **G&A**, and **COM**), also indicate the type of agreement as being **Standard** (19.3.2.5), **Tailored** (19.3.2.6) or **Continuous** (19.3.2.7) by selecting the corresponding check boxes.

Note: You must select a **Type of Agreement** for any column in which you selected **FPRA**.

19.3.3.1   *Entering Business Unit Information*

1. Click the **Add Business Unit** button. The system prepares the screen for you to enter your information.

2. Select an **FPRA** or **FPRR** checkbox (**O/H**, **Labor**, **G&A** or **COM**).

3. Enter your unit-related information.

4. Repeat this procedure as needed.

19.3.3.2   *Viewing Existing Business Units*

- To see Business Units listed before the one currently displayed, click the **Up Arrow** button (**Previous Business Unit**).

- To see Business Units listed after the one currently displayed, click the **Down Arrow** button (**Next Business Unit**).

19.3.3.3   *Deleting a Business Unit*

1. Use the **Previous/Next** arrows to find the **Business Unit** that you want to delete.

2. Click the **Delete Business Unit** button. A window pops up on your monitor. Click on **Yes** to delete or **No** not to delete.

19.3.3.4   Modifying a Business Unit

1. Use the **Previous**/**Next** arrows to find the Business Unit you want to modify

2. Move the cursor to the information you want to modify and make the change(s).

19.4   FPRA/FPRR Screen 3 of 4

FPRA/FPRR screen 3 (Figure 19-8) is a continuation of the type of information entered on screen 2, including any comments you may have.

Figure 19-8 FPRA/FPRR Screen 3 (Beneficial Sites) Fields
Note: Numbers in data boxes indicate corresponding section numbers.

19.4.1   Fields for FPRA/FPRR Screen 3 of 4

19.4.1.1   *Cost Reduction Activity*

Select (click or highlight) the type of cost reduction activity undertaken by the contractor from the list. This is a required field. The choices in the list are as follows:

- **Aggressive** - Contractor has formal cost reduction programs in place and/or has signed up to PROCAS and works constructively with the Government to reduce costs.

- **Moderate** - Contractor has some cost reduction plans in place and/or participates in cost reduction initiatives with the Government some of the time.

- **Minimal** - Contractor does not coordinate with the Government or does not have any cost reduction plan in place.

19.4.1.2   Total Sales by Division

Enter the estimated annual total sales dollars (up to 12 digits, no cents; e.g., for $100 million, enter $100,000,000) of the contractor's business unit for the Current Contractor Fiscal Year (19.4.1.3). This is a required field.

Note: If your business unit does not collect sales data at your level, provide the data for the profit center that collects and reports the sales data. Identify the profit center name in the comments section.

19.4.1.3   Current Contractor Fiscal Year

Enter the contractor's current fiscal year (YYYY format such as 1996). It must be between the year 1990 and the year 2099. This is a required field.

19.4.1.4   Percent of Government Sales

Enter the Government sales percentage at your business segment or unit. This is a required field.

Note: Do not use decimals; i.e., for 60%, enter 60, not .6.

19.4.1.5   Comments

Type in any additional pertinent information (up to 150 alphanumeric characters). This is a required field if you cannot get an FPRA covering Direct Labor, Overhead, and General and Administrative Expense in the **Other** box (19.3.2.17). You can also use the Comments box to provide other clarifying information as required.

19.5   FPRA/FPRR Screen 4 of 4

FPRA/FPRR screen 4 (Figure 19-8) is for entering beneficial site assessment information.

Figure 19-9 FPRA/FPRR Screen 4 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

19.5.1   Fields for FPRA/FPRR Screen 4 of 4

19.5.1.1   CAGE Code

This protected data box is automatically populated with information carried forward from a previous page.

19.5.1.2   Contractor

These data boxes (protected) are automatically populated with information carried forward from a previous page.

19.5.1.3   CAO

This protected data box is automatically populated with information carried forward from a previous page.

19.5.1.4   CAO DoDAAC

This data box is automatically populated with information carried forward from the previous page.

19.5.1.5   Volume of Pricing Actions

Enter the number (up to 4 digits) of Pricing Actions (spares, contract modifications or new procurements) that are normally negotiated during the contractor's calendar or fiscal year, plus the number of additional pricing actions you anticipate to be negotiated during a relevant fiscal/calendar year covered by the forward pricing rate proposal.

Note: This value should be representative of an annual number of pricing actions for which the forward pricing rate agreement would be effective. This includes all negotiated procurement pricing actions, even if the CAO in not involved. Data should be for a single year.

19.5.1.6   Contract Value

Enter the total estimated dollar value (up to 12 digits, no cents) of all Government prime and sub contracts that may be negotiated utilizing the FPRA/FPRR for a single year.

19.5.1.7   Beneficial Site Assessment

Select the circle in front of **Yes** if the contractor is a Beneficial Site. Select the circle in front of **No** if the contractor is not a Beneficial Site. This is a required field.

19.5.1.8   Comments

Type in any additional information (up to 250 alphanumeric characters).

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.